



# LOCAL ADVISORY COMMITTEES

## CRITERIA FOR EVALUATION OF NOMINEES

This ratings matrix and the job descriptions on page 7-11 were developed to help identify ideal skills and experience for Local Advisory Committee members, based on learnings from the 2018 trial in the Hawke’s Bay.

Skill requirement	Description	Rating		
		Competence not demonstrated	Competence sufficiently demonstrated	Greatly exceeds competence requirements
<b>Leadership</b>				
Previous board membership or committee membership experience	Has board or committee experience at same or similar level as role applied for	Has no board and/or committee membership experience	Board and/or committee membership experience	Has extensive board and/or committee membership experience in the same or similar role and scenario
Ability to present and converse at board level	Has experience successfully presenting at required level	No chair experience or experience presenting at board level	Experience as chair and/or presenting at board level	Has chaired similar committees or boards and has significant experience presenting at board level
Experienced in facilitating group outcomes (including dispute resolution, meeting management and the ability to rally a group)	<b>Chair:</b> Can settle differences with minimum noise. Picks up on the sense of the group in terms of positions, intentions, and needs. Understands why groups do what they do, what they value and how to motivate them. Can win concessions without damaging relationships.	No experience facilitating group outcomes	Experience at facilitating group outcomes	Extensive experience facilitating group outcomes in a similar scenario

Critical thinking / strategic agility				
Strategic thinker	Experience within an environment which requires long term planning, goal setting and determining of priorities and identification of potential risks and opportunities. <b>Chair:</b> Demonstrated ability to contribute to effective plans in line with an Fire and Emergency objectives.	No experience working at a strategic level demonstrated	Experienced in roles requiring work at a strategic level demonstrated	Extensive experience in roles requiring work at a strategic level
Risk based thinker	Assessment of local fire and /or non-fire risks and the capability and capability in light of changes in the area over time. Ability to look forward and consider future risks to the local area.	No previous experience or involvement in assessing current and future risks capability that would be relevant to future F&E planning	Previous experience and/or involvement in assessing current and future risks capability relevant to future F&E planning	Extensive experience and/or involvement in assessing current and future risks capability relevant to future F&E planning
Demonstrated ability to assimilate information and apply it to community of interest to inform analysis and identify gaps	Take in and understand fully a broad range of information and ideas, can conduct analysis and extract relevant considerations and apply to matter at hand	No experience assimilating large amounts of information to draw practical and pragmatic observations, conclusions and potential actions	Experience assimilating large amounts of information to draw practical and pragmatic observations, conclusions and potential actions	Extensive experience assimilating information to draw practical and pragmatic observations, conclusions and potential actions
Demonstrates pragmatic analytical thinking, with demonstrated ability to tackle a problem by using a logical, common sense based approach.	Uses rigorous logic and methods to solve difficult problems in a timely manner with effective solutions. Can see hidden problems and considers a broad range of sources for answers. <b>Chair:</b> Is excellent at honest and objective analysis, doesn't overthink or overcomplicate and looks beyond the obvious for answers.	No evidence of using structured and pragmatic approach to problem solving or implementation	Evidence of using structured and pragmatic approach to problem solving or implementation	Extensive evidence to support using a structured and pragmatic approach to problem solving or implementation

Ethics				
Conducts themselves with honesty and integrity and has a credible reputation. Is impartial and acts in good faith. Has the ability to separate personal views and own agenda to represent the needs of the whole local community and all of its stakeholders.	Can present the truth in an appropriate and helpful manner. Keeps confidences and can admit mistakes. Doesn't misrepresent him/herself for personal gain, can separate own interests from the needs and betterment of the community. Is widely trusted and is seen as a direct, truthful individual.	Negative or insufficient evidence to demonstrate required behaviours / reputation	Evidence to demonstrate required behaviours / reputation	Extensive evidence to demonstrate required behaviours / reputation
Awareness and appreciation of board/committee responsibilities e.g. conflicts of interest, confidentiality and operating principles.	Demonstrates commitment to and places heavy emphasis on importance of operating principles such as confidentiality, impartiality etc. Experience in a similar environment and knowledge and appreciation of operating rules, obligations and principles.	No experience or commitment demonstrated or negative feedback in this area	Experience and commitment demonstrated	Extensive experience or commitment demonstrated
Working style, collaboration & communication				
Demonstrates ability to work with a broad range of people and ability to communicate and engage with varied audience	Able to change pace and level of content to suit audience, reads audiences and has sensitivity to audiences. Effective in a variety of formal and informal settings - one-on-one, small/large groups, committees/boards, peers, direct reports. Deals effectively with people from all backgrounds and cultures, abilities, ages and genders. <b>Chair:</b> Supports equal and fair treatment and opportunity for all. Manages all kinds of people equitably.	No demonstrated exposure and experience working with broad audiences and people from all walks of life (reflective of diversity of community)	Demonstrated exposure and experience to broad audiences and people from all walks of life (reflective of diversity of community)	Extensive exposure and experience to broad audiences and people from all walks of life (reflective of diversity of community)
Ability to communicate clearly and concisely both verbally and in writing to a high standard	Is able to write clearly and succinctly in a variety of communication settings and styles, Can get messages across that have the desired effect. Is effective in a variety of formal presentation settings. <b>Chair:</b> Is effective both inside and outside the organisation, on both cool data and hot and controversial topics. Commands attention and can manage group process during the presentation of information.	No demonstrated experience communicating verbally and in writing at the required level to achieve specific outcomes	Demonstrated experience communicating verbally and in writing to the required level to achieve specific outcomes	Extensive experience communicating verbally and in writing at the required levels to achieve specific outcomes

Applies a collaborative approach, encourages participation and work towards consensus	Communicates a compelling and inspired vision or sense of core purpose, creates milestones to rally support behind the vision. Makes the vision sharable by everyone. Can inspire and motivate entire groups toward common objectives.	No evidence to suggest experience demonstrating these behaviours and achieving these outcomes	Evidence supporting the demonstration of these behaviours and achieving these outcomes	Extensive experience to demonstrating behaviours and achieving these outcomes
Ability to prioritise quickly and identify and progress matters of importance	Can change tactics midstream when something isn't working, Uses his/her time effectively and efficiently, Concentrates his/her efforts on the more important priorities and Can attend to a broader range of activities	No evidence of ability to prioritise and get cut through in order to maintain momentum and get to an outcome quickly	Evidence of ability to prioritise and get cut through in order to maintain momentum and get to an outcome quickly	Extensive ability to prioritise and get cut through in order to maintain momentum and get to an outcome quickly
Conversant in board / committee policies and politics; understands how boards/committee works and what makes them effective and efficient.	Is sensitive to how people and organisations function. Anticipates where the land mines are and plans his/her approach accordingly. Views corporate politics as a necessary part of an organisation's life and works to adjust to that reality. <b>Chair:</b> Can maneuver through complex political situations effectively and quietly.	No evidence to demonstrate understanding of how boards/committees operate and what is key to making them effective and efficient	Evidence to demonstrate understanding of how boards/committees operate and what is key to making them effective and efficient	Extensive evidence to demonstrate understanding of how boards/committees operate and what is key to making them effective and efficient
<b>Local knowledge and engagement</b>				
Understands the risk and needs of the community of interest	In-depth knowledge of their community of interest including the risks relevant to that community and the corresponding needs that are required to be provided to mitigate these risks, either of Fire and Emergency or from the community itself. Understanding of changes in the risk profile over time as a result of changes in environmental conditions, demographics, tourism, community resourcing and the likely impacts to the community as a result - and possible mitigations that could be put in place to address these risks.	No evidence to support candidate understands the risks and needs of the community and can identify practical mitigations. Can't articulate the impact to the community accurately and/or without emotion.	Evidence to support candidate understands the risks and needs of the community and can identify practical mitigations. Candidate can articulate the impact to the community accurately and does so without emotion.	Extensive evidence to support candidate understands the risks and needs of the community and can identify practical mitigations. Candidate can articulate the impact to the community accurately and does so without emotion.

Engages broadly and has outreach to a number of different areas and interest groups	Engages broadly and has outreach to a number of different areas and interest groups; and can demonstrate an ongoing commitment to maintaining connections with these various communities of interest. Is community focused, provides service to the community and has appropriate reach, connections and networks	Does not demonstrate existing community focus, have strong networks in the community or an ongoing presence.	Demonstrates existing community focus, has strong networks in the community, has an ongoing presence and interacts on a regular basis to keep abreast of community issues.	Demonstrates very broad outreach and existing community focus, has strong networks in the community, has an ongoing presence and interacts on a regular basis to keep abreast of community issues.
Demonstrates they are representative of a cluster (not just representative of one particular industry). Demonstrates diversity of interests	Can effectively represent the wider interests of a cluster group e.g. land users and would not detriment the group interests in favour of a particular industry within that cluster group	No evidence to support candidate would support the interest of the cluster group over specific industry. Candidate does not have breadth of knowledge over 1 or more cluster groups	Evidence candidate would support the interest of the cluster group over specific industry. Candidate does not have breadth of knowledge over 1 or more cluster groups	Extensive evidence candidate would support the interest of the cluster group over specific industry. Candidate does not have breadth of knowledge over 1 or more cluster groups

## POSITION DESCRIPTION



### Chair of the Local Advisory Committee

#### Role context and purpose

The establishment and ongoing operation of Local Advisory Committees is to create a mechanism to ensure that Fire and Emergency New Zealand hears communities' priorities, needs and issues and risks and we can use that advice effectively in Fire and Emergency New Zealand's local and national planning.

Local Advisory Committee (LAC) members will undertake local engagement for the board to identify risks, issues and needs within the community as they relate to local fire and emergency planning. Members are appointed as individuals to bring to the committee their expertise, knowledge perspective as well as the concerns of different sectors of the community (rather than representatives of any specific organisation or sector).

The role of the Chair will be to lead the LAC, encourage participation from members and ensure the community voice is well represented to Fire and Emergency.

#### Key accountabilities

The Chair, in consultation with Fire and Emergency, sets the agenda for and presides at, all the LAC meetings they attend.

The Chair should:

- maintain an impartial role and sum up the debate on any issues in a balanced way that reflects the views expressed by the LAC
- conduct meetings in a manner that encourages participation and information sharing from all LAC members.

The Chair will:

- provide leadership during and between meetings
- act as the primary contact between the LAC and Fire and Emergency
- develop and approve any correspondence on behalf of the LAC
- guide the operations of the LAC, including the setting of agendas for meetings in collaboration with the business.

#### Experience and attributes

##### Local knowledge and engagement

- Is well connected with their community; engages broadly and on an ongoing basis with these groups.

- Understands the relevant risks and needs.
- Can advise on a range of community interests and views (rather than represent any particular industry or group).

**Leadership:**

- Has some previous experience of serving on a committee.
- Ability to present and converse at Fire and Emergency Board level.
- Experienced in facilitating group outcomes (dispute resolution, meeting management and ability to rally the rest of the committee).

**Thinking and analytics:**

- Risk based and strategic thinker.
- Ability to tackle a problem by using a logical, common sense and pragmatic approach.
- Ability to assimilate information and apply it to a community of interest, to inform analysis and identify gaps.

**Ethics:**

- Impartial and acts in good faith. Has the ability to separate personal views and their own agenda to represent the needs of the local community and all of its stakeholders.
- Honesty and integrity and has a credible reputation in the community.
- Awareness and appreciation of LAC responsibilities, e.g. conflicts of interest, confidentiality and operating principles.

**Working style:**

- Ability to work with a broad range of people and ability to communicate and engage with varied audience.
- Ability to prioritise quickly, and identify and progress matters of importance.
- Ability to communicate clearly and concisely, both verbally and in writing, to a high standard.
- Applies a collaborative approach, encourages participation and works towards consensus.

## POSITION DESCRIPTION



### Local Advisory Committee member

#### Role context and purpose

The establishment and ongoing operation of Local Advisory Committees is to create a mechanism to ensure that Fire and Emergency New Zealand hears communities' priorities, needs and issues and risks and we can use that advice effectively in Fire and Emergency New Zealand's local and national planning.

Local Advisory Committee (LAC) members will undertake local engagement for the board to identify risks, issues and needs within the community as they relate to local fire and emergency planning. Members are appointed as individuals to bring to the committee their expertise, knowledge perspective as well as the concerns of different sectors of the community (rather than representatives of any specific organisation or sector).

Members will ensure they are independently informed about matters that come before the committee and contribute their perspectives in the best interests of the community

#### Key accountabilities

Committee members will be expected to:

- participate fully, frankly and constructively in committee discussions, bringing the benefit of their knowledge, skills, abilities and networks
- attend all committee meetings unless there is another unavoidable commitment, in which case apologies will be given to the Chair
- prepare thoroughly for each meeting, including reading all meeting materials and relevant correspondence
- respect and adhere to consensus decisions reached by the LAC
- have diverse connections with community groups, trusts and professional associations
- actively develop and maintain new and ongoing relationships with groups so they can continue to represent the needs and risks of these groups to the LAC.

#### Experience and attributes

##### Local knowledge and engagement

- Is well connected with their community; engages broadly and on an ongoing basis with these groups.
- Understands the relevant risks, issues, and needs.
- Can advise on a range of community interests and views (rather than represent any particular industry or group).



**Thinking and analytics:**

- Risk based and strategic thinker.
- Ability to tackle a problem by using a logical, common sense and pragmatic approach.
- Ability to assimilate information and apply it to a community of interest, to inform analysis and identify gaps.

**Ethics:**

- Impartial and acts in good faith. Has the ability to separate personal views and their own agenda to represent the needs of the local community and all of its stakeholders.
- Honesty and integrity and has a credible reputation in the community.
- Awareness and appreciation of LAC responsibilities, e.g. conflicts of interest, confidentiality and operating principles.

**Working style:**

- Ability to work with a broad range of people and ability to communicate and engage with varied audience.
- Ability to prioritise quickly and identify and progress matters of importance.
- Ability to communicate clearly and concisely, both verbally and in writing, to a high standard.
- Applies a collaborative approach, encourages participation and works towards consensus.
- Has some previous experience of committees (desirable).